

WILLIAMSBURG EDA SIGN REPLACEMENT PROGRAM GUIDELINES RENEWED JUNE 2006

In order to assist City businesses in replacing non-conforming business signs, the Williamsburg EDA has established a sign replacement grant program.

Program Guidelines:

1. The program is open to all businesses in the City that have a primary street-front sign that does not conform to the City's current zoning requirements.
2. The program requires submitting a short grant application to the EDA.
3. The application process will be "fast tracked" through the ARB approval process by City staff (ARB meets twice a month).
4. Approved applicants have 90 days from the date of notification of application approval in which to obtain all required permits and complete sign installation in accordance with the permits.
5. The maximum grant award per sign is 50% of the replacement cost not to exceed \$2,000. Grant payments will be made within thirty (30) days following submission to the City Manager's Office of a copy of the City Zoning Administrator's certificate approving the completed sign installation accompanied by a true copy of the sign installer's invoice.
6. The program began in March 2005 and applications from qualified applicants will be processed on a first-come, first-serve basis.
7. Total awards to be made under the program during the first two years, beginning April 2005 and ending June 2007 are capped at \$20,000. EDA will reevaluate the program following the end of such period and decide whether or not to continue the program for another year.

Contact Michele Mixner DeWitt, Economic Development Manager, at (757)220-6120 or via e-mail at mdewitt@williamsburgva.gov.

For questions about City sign regulations, please contact the Planning Department at (757)220-6130 or via e-mail at dscott@williamsburgva.gov.

Williamsburg Sign Replacement Grant Program

Sponsored by the Williamsburg EDA

Business Name:

Business Address:

Business Phone Number:

Website & Email Addresses:

Contact Person:

Description of Replacement Sign and Location (Please attach a copy of the approved sign):

Estimated Cost of Replacement Sign:

Grant Program Guidelines Agreement:

I agree to adhere to the grant program guidelines as established by the Williamsburg EDA .

Name and Title

Date

Please submit the application to the Williamsburg City Manager's Office.

City Manager's Office
401 Lafayette Street
Williamsburg, VA 23185

For more information, please contact:
Michele Mixner DeWitt
Economic Development Manager
(757)220-6120; 259-8046 (fax)
mdewitt@williamsburgva.gov

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please contact the Planning Department
at (757)220-6130 or via e-mail at
dscott@williamsburgva.gov.